

Army Acquisition Professional Development System (AAPDS) instructions

How to create and submit your 1556s

Log into CAPPMS: <https://rda.altess.army.mil/cappmis/index.cfm>

QUICK GUIDE

STEP 1: Have your courses listed properly in your IDP and approved by your Supervisor

- *Click IDP tab within CAPPMS
- *Course listed in the College Courses Section of the IDP
- *Status listed as either Planned or Enrolled
- *ATAP listed as 'Planned Funding Source'
- *Approved by Supervisor

STEP 2: Create 1556

- *Click AAPDS tab within CAPPMS
- *Click Student Module option
- *Click Planned/Enrolled tab option
- *Click the 1556 icon for the next class want to take (in the Create Forms column). If class isn't displayed, then see Step 1 and get the course listed properly in your IDP.
- *Fill out online 1556 form. It will automatically populate a lot of the necessary information, pulling info from your IDP as well as your ACRB. You only need to fill out the required fields though you can fill in the rest if you like. Some fields are pulled directly from your ACRB/IDP (ones that you cannot change). Other fields are not required, and you shouldn't worry about them. Other field (those highlighted red) are required. The system will enforce the ATAP funding limits based upon which degree program (or business hours) you are in.
- *Once you submit the 1556, you will get an email confirmation (also courtesy copied to your supervisor). When the 1556 is funded and uploaded back to AAPDS, you will receive another email notification.
- *REMINDER: the new online 1556 submission bypasses the supervisor and comes straight to the ATAP coordinator. NO Supervisor and/or Training Coordinator signature is required. The only two signatures on any future 1556 will be the ATAP Coordinator and the Resource Manager. Your Supervisor's name and phone number will be typed in the Supervisor block, however.
- *When student submits a 1556, the status stays as 'Planned' until it is approved; however, the option to click '1556' disappears. The option for 1556 will appear in the 'Forms Completed' column when it is funded and uploaded to the system.

STEP 3: Retrieve funded 1556

- *Wait until USAASC funds it
- *You will receive email notification that it is loaded into AAPDS

- *Click AAPDS tab within CAPPMS
- *Click Student Module option
- *Click Planned/Enrolled tab option
- *Click the 1556 icon for the course in the 'Forms Completed' Column.
- *A fully funded 1556 .pdf will open. You may save that, email it, fax it, etc. to your school budget POC. You are responsible for getting the funded 1556 to your school.

Important Points to Remember when Filling out the 1556:

*Verify and/or fill in the required fields (red circles)

- Org Mailing Address
- Training Objectives
- School Address
- Course ID Number (i.e. ECON 101)
- Start Date of Course (these are actual dates, not estimations)
- End Date of Course (these are actual dates, not estimations)
- Direct Costs (tuition, books)

*Verify the information that is pre-populated (from IDP/ACRB/AAPDSS). If that information is incorrect, you cannot change it on this form, you need to contact the ATAP Coordinator and iron out why what is incorrect.

- Name (from ACRB)
- SSN (from ACRB)
- Home Address (from ACRB)
- Phone numbers (from ACRB)
- Position Title (from ACRB/mDCPDS)
- Series (from ACRB/mDCPDS)
- Organization Name (from ACRB/mDCPDS)
- Course Title (from IDP)
- School Name (from IDP)
- Supervisor (from IDP)

***Other important points:**

If after a 1556 is approved and returned to you, a date change or cost change occurs to your class, YOU MUST NOTIFY THE ATAP COORDINATOR IMMEDIATELY. THERE WILL BE NO MORE WHITING OUT COURSE DATES OR COSTS. THE CHANGES MUST BE MADE IN AAPDS.

SCREEN SNAPSHOTS

<https://rda.altess.army.mil/cappmis/index.cfm> (CAPPMIS webpage)

Have your IDP listed properly

Return to CAPPMIS Logout

HELP

Individual Development Plan
Modify College Courses

AAPDS STUDENT

Course ID:	
Title:	BUS 100 Introduction to Business
Provider:	STRAYER UNIVERSITY
Projected Start:	09/26/2005 (mm/dd/yyyy)
Projected Finish:	12/18/2005 (mm/dd/yyyy)
Status:	PLANNED
Objective:	
POC:	
Activity:	17 - ANY CONTINUING EDUC UNITS
CL Points Requested:	0
Estimated Book Cost:	\$ 150 Whole Dollars only, no commas, decimal points or \$
Estimated Tuition Cost:	\$ 1215 Whole Dollars only, no commas, decimal points or \$
**Planned Funding Source:	ATAP

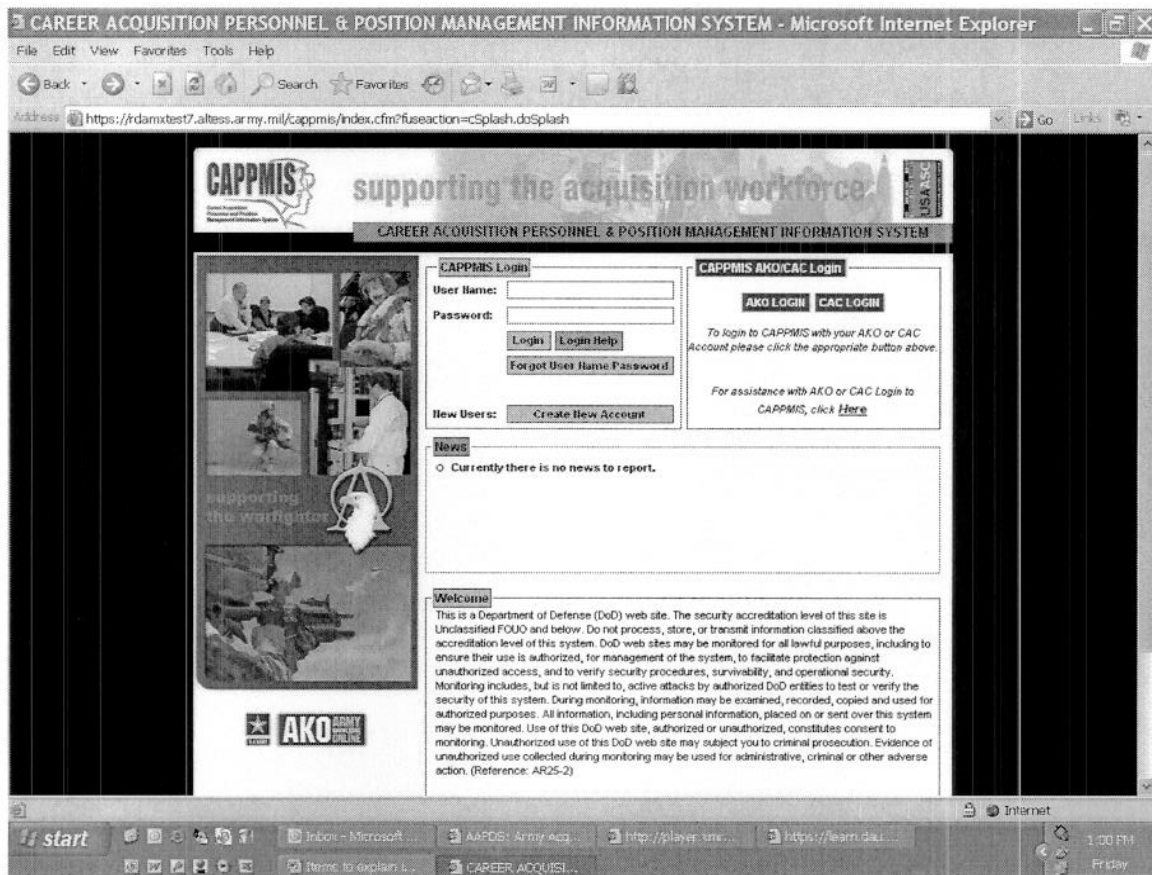
**ONLY select a funding source if you are planning to apply for ATAP, AETE or CP-14 programs through AAPDS.

Save Undo

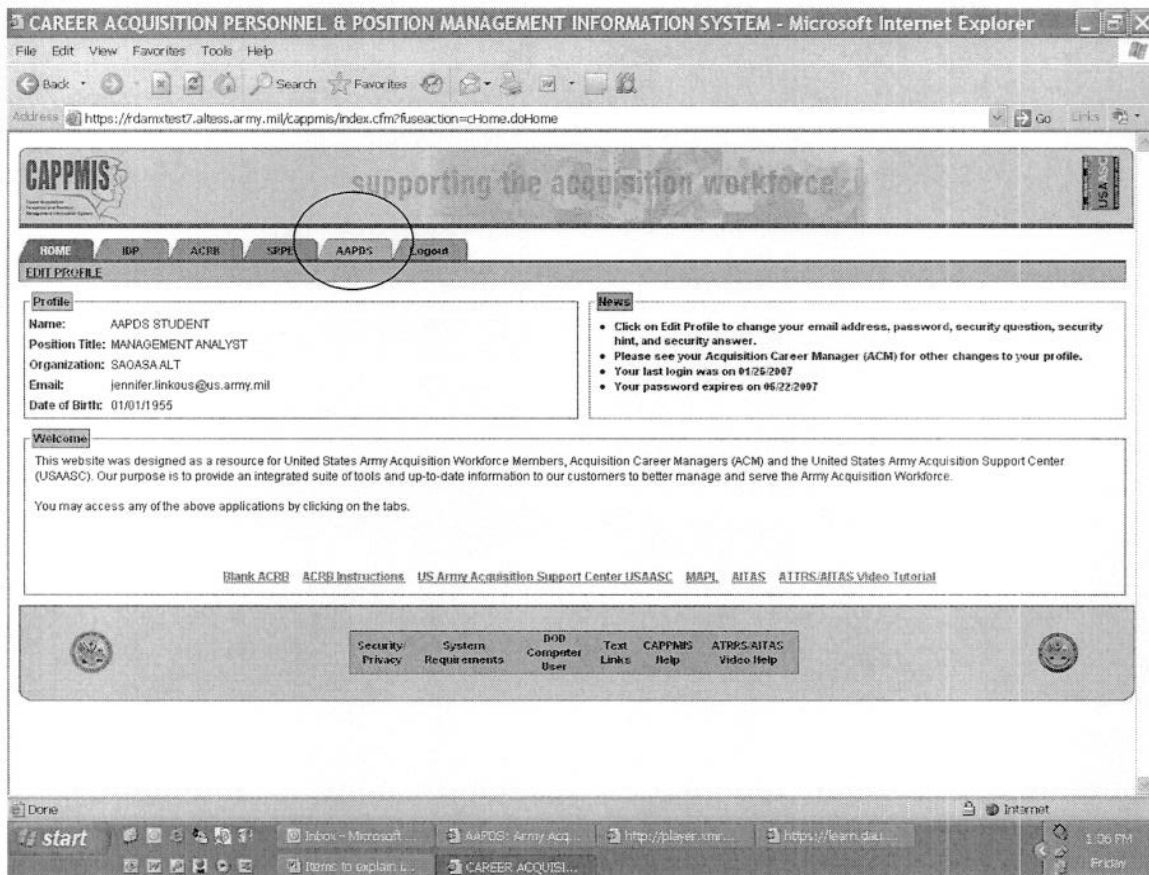
*For the AAPDS to work, you must have your courses listed properly in your IDP:

1. Be in the College Courses Section of the IDP
2. Listed as Planned/Enrolled
3. ATAP listed as the Planned Funding Source

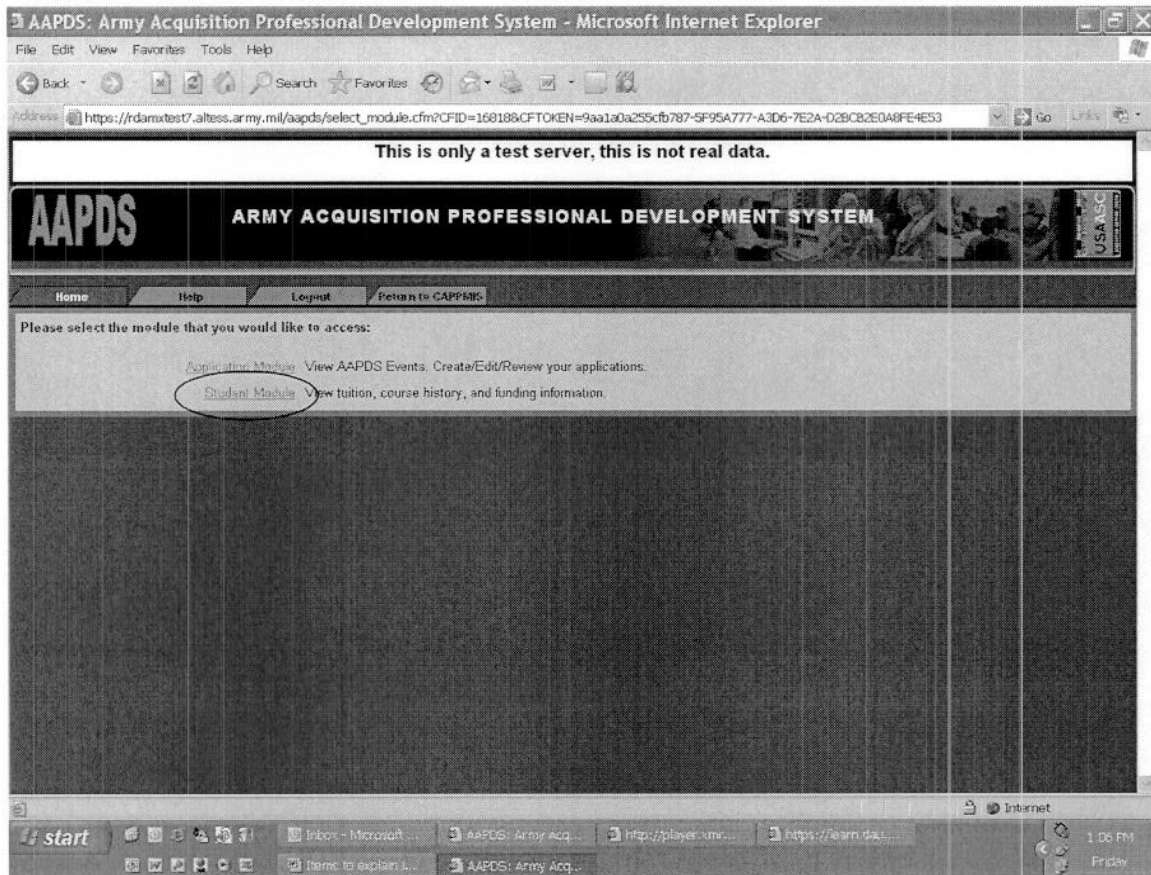
*Have your Supervisor approve this course and/or any changes you make to it
(SEE EXAMPLE ABOVE)



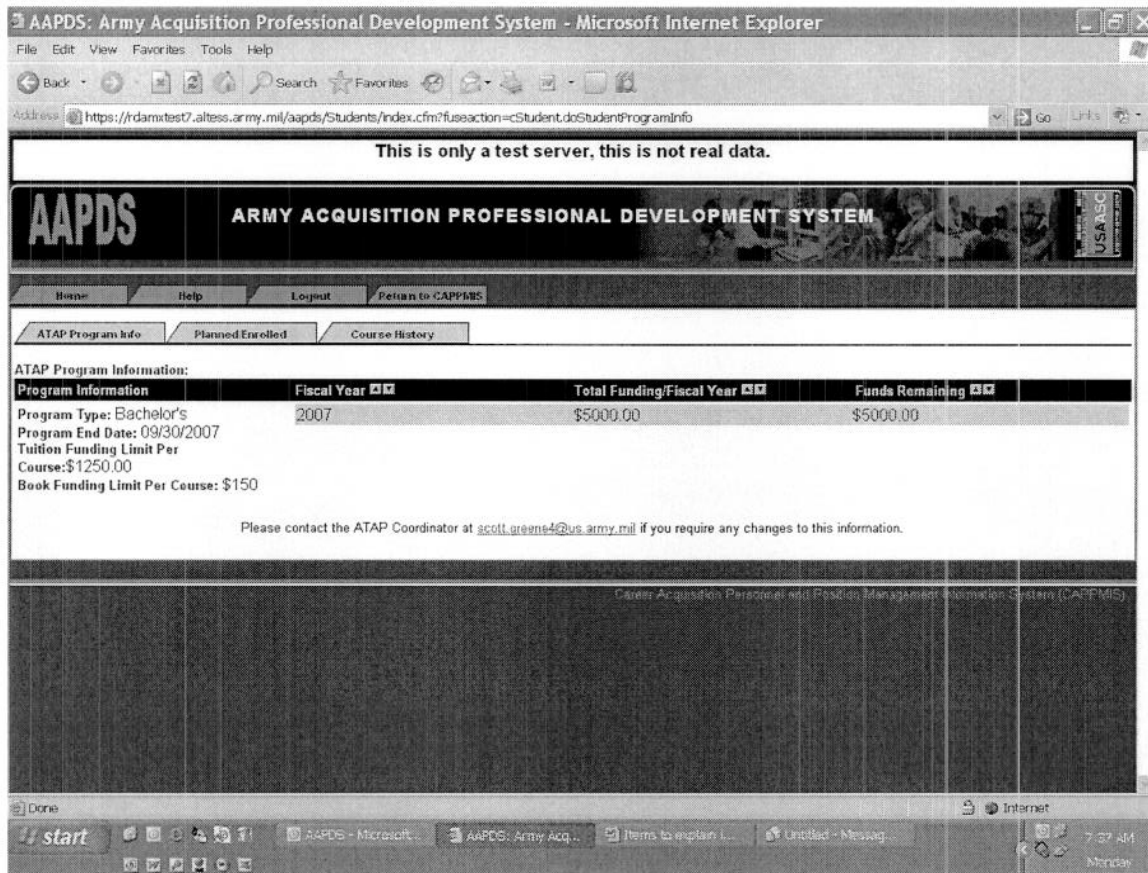
Log into CAPPMIS (now you can use CAC to log in)



Click on AAPDS (spell out)



Click on Student Module to access your account



On this page you can view your ATAP Program information

- Program Type (AA, BA, MA, or Business Hours)
- Program End Date (according to your ATAP application or ATAP Funding

Update)

- Funding limit per course
- Book reimbursement limit per course
- Individual funding limit per year (based upon what you asked for)
- Funds remaining per FY

AAPDS: Army Acquisition Professional Development System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://rdamtest7.altess.army.mil/aapds/Students/index.cfm?fuseaction=cStudent.doStudentPlannedCourses

This is only a test server, this is not real data.

AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Petition to CAPPMG

ATAP Program Info **Planned/Enrolled** Course History

Your Planned/Enrolled Course Information: [AAPDS Student Instructions](#) [For PDF versions of Official DoD forms visit the DoD Forms Management Program.](#)

Course Number	Title	Provider	Status	Start Date	End Date	Create Forms	Forms Completed
**	BUS 100 Introduction to Business	STRAYER UNIVERSITY	PLANNED	09/26/2005	12/18/2005	DD 1556 SF 1034	
**	BUS 107 Fundamentals of E-Business	STRAYER UNIVERSITY	PLANNED	09/26/2005	12/18/2005	DD 1556 SF 1034	
	ECO 100 Principles of Economics	STRAYER UNIVERSITY	PLANNED	04/03/2006	06/19/2006	DD 1556 SF 1034	
	FIN 100 Principles of Finance	STRAYER UNIVERSITY	PLANNED	04/03/2006	06/19/2006	DD 1556 SF 1034	
	BUS 290 Business Ethics	STRAYER UNIVERSITY	PLANNED	09/26/2006	12/20/2006	DD 1556 SF 1034	
	LEG 100 Business Law I	STRAYER UNIVERSITY	PLANNED	09/27/2006	12/20/2006	DD 1556 SF 1034	
	MKT 100 Principles of Marketing	STRAYER UNIVERSITY	PLANNED	01/09/2007	03/27/2007	DD 1556 SF 1034	
	ECO 405 Economic Problems and Issues	STRAYER UNIVERSITY	PLANNED	01/09/2007	03/27/2007	DD 1556 SF 1034	
	MAT 300 Descriptive Statistics	STRAYER UNIVERSITY	PLANNED	04/04/2007	06/20/2007	DD 1556 SF 1034	

start AAPDS: Microsoft... AAPDS: Army Acq... Items to explain L... TEST DD1556 - M... DD1556 TEST Pla... AAPDS: Army Acq...

Internet 8:36 AM Monday

- Click on Planned/Enrolled to view the ATAP courses you are currently in or plan to take
- On this page, you can generate a 1556, 1034, and submit your 1556 for funding. 1034s (as detailed in the 1034 Submission Instructions) can be created here but you still need to submit them via email/fax to the ATAP coordinator along with a receipt. New 1034 online submission to be released in late Spring 2007
- To create and submit a 1556 for a new course, click on the 'DD 1556' icon (circled above) for the course you are planning on taking. The next three screens will show you what it looks like to fill in the online 1556 form for a course. The example used is BUS 100 (as listed above)
- Click on DD 1556 for BUS 100.

AAPDS: Army Acquisition Professional Development System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://damtest7.altess.army.mil/aapds/Students/index.cfm?fuseaction=cForms.doForm&fid=18&cid=3672878&db=C

input your device information below:

DD1556 - BUS 100 Introduction to Business

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

A. AGENCY CODE AND SUBELEMENT AND SUBMITTING OFFICE NUMBER:	
B. STANDARD DOCUMENT NUMBER	Unassigned. This form has not been approved.
C. REQUEST STATUS OR PROCESS CODE	--
D. AMENDMENT NUMBER:	

SECTION A- TRAINEE/APPLICANT INFORMATION

1. NAME	AAPDS STUDENT
2. 1ST 5 LETTERS OF LAST NAME	AAPDS
3. SOCIAL SECURITY NUMBER	123456789
4. ED. LEVEL	
5. CONTINUOUS FED. SERVICE	a. Years <input type="text"/> b. months <input type="text"/>
6. HOME ADDRESS	Street: 6013 CURTIER DR UNIT A City: ALEXANDRIA State: VA Zip: 223105114
7. TELEPHONE NUMBERS	a. Home (703) 922-2832 b. Office 1. Commercial (703) 604-7315 2. DSN 664-7315
8. POSITION TITLE	MANAGEMENT ANALYST
9. POSITION LEVEL	-- Other: <input type="text"/>
10. PAY PLAN/SERIES/GRADE	NH-03
11. ORGANIZATION NAME	SAOASA ALT
12. ORGANIZATION MAILING ADDRESS	Street: <input type="text"/>

Done

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Workforce Manag...

Here you have the top of the form. It pre-populates much of the form for you based upon information from civilian personnel (mDCPDS), your IDP, and your ACRB. You need to verify the information it pre-populates as well as you are FORCED to populate the fields with the red circles (i.e. Tuition amounts, dates, org mailing address, etc.). Some of the pre-populated fields you cannot edit through AAPDS (such as your home address, name, SSN, etc.). You will have to go into your ACRB to edit them or contact the [ATAP Coordinator](#).

AAPDS: Army Acquisition Professional Development System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://rdamctest7.altess.army.mil/aapds/Students/index.cfm?fuseaction=cForms.doForm&fid=1&cid=367287&db=C> Go

12. ORGANIZATION MAILING ADDRESS	Street: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
13. ORGANIZATION UIC	<input type="text"/>
14. TYPE OF APPOINTMENT	-- <input type="text"/>
15. NO. PRIOR NON-GOVERNMENT TRAINING DAYS	<input type="text"/>
16. ARE YOU HANDICAPPED OR DISABLED?	-- <input type="text"/>
SECTION B- TRAINING COURSE DATA	
17. COURSE TITLE	BUS 100 Introduction to Business
18. TRAINING OBJECTIVES	<input type="text"/>
19. RECOMMENDED TRAINING SOURCE, SCHOOL OR FACILITY	a. Name: STRAYER UNIVERSITY b. Address: Street: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> c. Location of training site (if other than 19b): <input type="text"/>
20. COURSE CODES	a. Purpose: -- <input type="text"/> b. Type: -- <input type="text"/> c. Source: -- <input type="text"/> d. Special Interest: -- <input type="text"/>

Done

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This is the middle section of the 1556 form. In this section, you are forced to enter your work address, training objectives, and your school's address.

AAPDS: Army Acquisition Professional Development System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://rdamxtest7.altess.army.mil/aapds/Students/index.cfm?fuseaction=cForms.doForm&fid=18&cid=367287&db=C

1 Reason for Selection:

21. COURSE HOURS

a. Duty

b. Non-Duty

c. Total

22. COURSE IDENTIFIERS

a. SAID

b. Catalog/Course number

c. Offering/TLN

23. TRAINING PERIOD

a. Start

b. Complete

SECTION C-COST INFORMATION (Costs incurred and billed are not to exceed amount in Item 30)

24. IF TRAINING DOES NOT INVOLVE EXPENDITURE OF FUNDS OTHER THAN SALARY, PAY OR COMPENSATION, skip the remainder of questions in Section C and check this box: ☐

25. DIRECT COSTS

a. Tuition Cost

b. Books, Materials, and other costs

c. Total Direct Costs

27. ACCOUNTING CLASSIFICATION Unassigned: has not been ved.

29. SIGNATURE OF FISCAL OFFICER

30. TOTAL OF DIRECT AND INDIRECT COSTS

32. SUPERVISOR

33. TRAINING OFFICER

* indicates a required field.

Done

start Inboxes - Microsoft... http://player.snr... Terms to explain L... AAPDS: Army Acq... 1:30 PM Friday

You may either submit the form once you have completed everything (1), you may save and come back later (2) or you may cancel what you have been working on and return to the previous screen (3).

As in the example above, it pulls the start/complete dates from the IDP as it does for the Tuition and Book costs. You need to ensure that you list the exact start/complete dates as well as the accurate Tuition and Book amounts. It will prompt you upon submitting if you have any errors and/or you have exceeded the funding limits for your program (see examples below). You must fix these errors, before you are allowed to submit.

AAPDS: Army Acquisition Professional Development System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://rdamxtest7.altest.army.mil/aapds/Students/index.cfm?fuseaction=cForms.doForm&fid=1&cid=367287&db=C

I. Reason for Selection:		--
21. COURSE HOURS	a. Duty	
	b. Non-Duty	
	c. Total	
22. COURSE IDENTIFIERS	a. SAID	
	b. Catalog/Course number	BUS 100
	c. Offering/TLN	
23. TRAINING PERIOD	a. Start	
	b. Complete	
SECTION C-COST INFORMATION		
24. IF TRAINING DOES NOT INVOLVE EXPENDITURE OF FUNDS OTHER THAN		
25. DIRECT COSTS	a. Tuition	
	b. Books, Materials and Other Costs	
	c. Total Direct Costs	\$
27. ACCOUNTING CLASSIFICATION	Unassigned: This form has not been approved.	
29. SIGNATURE OF FISCAL OFFICER	Unsigned: This form has not been approved.	
30. TOTAL OF DIRECT AND INDIRECT COSTS	\$	
32. SUPERVISOR	LONG JASON D: (540) 731-3549	
33. TRAINING OFFICER	Unsigned: This form has not been approved.	
<input type="button" value="Submit Form"/> <input type="button" value="Save and Exit"/> <input type="button" value="Cancel"/>		

* indicates a required field.

Microsoft Internet Explorer

The following fields are required:

Organization Street Address
Organization City

OK

Done

start

Inbox - Microsoft ...

http://player.amr...

Items to explain L...

AAPDS: Army Acq...

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Internet

1:53 PM

Friday

(Example of error you are given if you do not populate certain mandatory fields: this error appeared because the Org Street Address and Org City were not filled out)

AAPDS: Army Acquisition Professional Development System - Microsoft Internet Explorer

Address: <https://damtest7.altess.army.mil/aapds/Students/index.cfm?fuseaction=cForms.doForm&id=1&cid=3672878db=C>

I Reason for Selection: <input type="text"/>	
21. COURSE HOURS	a. Duty <input type="text"/> b. Non-Duty <input type="text"/> c. Total <input type="text"/>
22. COURSE IDENTIFIERS	a. SAID <input type="text"/> b. Catalog/Course number <input type="text" value="BUS 100"/>
23. TRAINING PERIOD	
24. IF TRAINING DOES NOT INVOLVE EXPENDITURE OF FUNDS	Section C and check this box: <input type="checkbox"/>
25. DIRECT COSTS	
27. ACCOUNTING CLASSIFICATION	Unsigned: This form has not been approved.
29. SIGNATURE OF FISCAL OFFICER	Unsigned: This form has not been approved.
30. TOTAL OF DIRECT AND INDIRECT COSTS	\$ <input type="text"/>
32. SUPERVISOR	LONG JASON D: (540) 731-3549
33. TRAINING OFFICER	Unsigned: This form has not been approved.

Submit Form Save and Exit Cancel

* Indicates a required field.

Microsoft Internet Explorer

Please ensure the values you entered for the following fields are correct:

Tuition Cost: \$1215
 Book Cost: \$150
 Start Date: 03/26/2007
 Complete Date: 05/20/2007

If these values are correct, click OK.

OK Cancel

(Example: when you click submit form, it will prompt you to verify the costs and dates. If the displayed dates and costs are incorrect, click cancel and correct them on the form).

After you click OK, it will take you back to your Planned/Enrolled course page (next screen). Upon submitting the 1556, it will send you a confirmation email as well as courtesy copy your Supervisor. Your Supervisor and/or Training Officer no longer is required to sign the 1556 (updated [ATAP Policy and Procedures](#)). The email is courtesy copied to your Supervisor to keep him/her in the loop as to your educational pursuits funded by USAASC.

Example of 1556 submission email:

“Your DD 1556 for: BUS 100: Intro to Business has been submitted to the ATAP coordinator. The ATAP coordinator will review your submission and then forward to USAASC's budget office. Please expect up to a few weeks for the approval process to be completed.

Thank you
 ATAP Coordinator

AAPDS: Army Acquisition Professional Development System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://rdamtest7.altess.army.mil/aapds/Students/index.cfm?fuseaction=Student.doStudentPlannedCourses

Home Help Logout Return to CAPPMIS

ATAP Program Info Planned Enrolled Course History

Your Planned/Enrolled Course Information: AAPDS Student Instructions For PDF versions of Official DoD forms visit the DoD Forms Management Program

Course Number	Title	Provider	Status	Start Date	End Date	Create Forms	Forms Completed
**	BUS 107 Fundamentals of E-Business	STRAYER UNIVERSITY	PLANNED	09/26/2005	12/18/2005	DD 1556 SF 1034	
	ECO 100 Principles of Economics	STRAYER UNIVERSITY	PLANNED	04/03/2006	06/19/2006	DD 1556 SF 1034	
	FIN 100 Principles of Finance	STRAYER UNIVERSITY	PLANNED	04/03/2006	06/19/2006	DD 1556 SF 1034	
	BUS 290 Business Ethics	STRAYER UNIVERSITY	PLANNED	09/26/2006	12/20/2006	DD 1556 SF 1034	
	LEG 100 Business Law I	STRAYER UNIVERSITY	PLANNED	09/27/2006	12/20/2006	DD 1556 SF 1034	
	MKT 100 Principles of Marketing	STRAYER UNIVERSITY	PLANNED	01/09/2007	03/27/2007	DD 1556 SF 1034	
	ECO 405 Economic Problems and Issues	STRAYER UNIVERSITY	PLANNED	01/09/2007	03/27/2007	DD 1556 SF 1034	
* BUS 100	BUS 100 Introduction to Business	STRAYER UNIVERSITY	PLANNED	03/27/2007	06/20/2007	DD 1556 Submitted SF 1034	
	MAT 300 Descriptive Statistics	STRAYER UNIVERSITY	PLANNED	04/04/2007	06/20/2007	DD 1556 SF 1034	

Please contact the ATAP Coordinator at scott.green4@us.army.mil if you require any changes to this information.

Planned courses are approved courses in your IDP for which you requested ATAP funding. After you submit your DD 1556, the status will be changed to "Enrolled".

*** indicates courses that were included in your application packet

Done start AAPDS - Microsoft... CAREER ACQUIS... Items to explain L... TEST DD1556 - M... DD1556 TEST Pla... AAPDS: Army Acq... Internet 8:31 AM Monday

You will see that the BUS 100 course has been updated in a few areas: it now has the Course Number listed (BUS 100) as well as you no longer have the option of 'DD 1556' under Create Forms. It now lists the status as "DD 1556 Submitted."

AAPDS: Army Acquisition Professional Development System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address: https://rdamtest7.altess.army.mil/aapds/Students/index.cfm?fuseaction=cStudent.doStudentPlannedCourses

This is only a test server, this is not real data.

AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPPMIS

ATAP Program Info Planned Enrolled Course History

Your Planned/Enrolled Course Information: AAPDS Student Instructions For PDF versions of Official DoD forms visit the DoD Forms Management Program.

Course Number	Title	Provider	Status	Start Date	End Date	Create Forms	Forms Completed
** BUS 100	BUS 100 Introduction to Business	STRAYER UNIVERSITY	ENROLLED	03/27/2007	06/20/2007	DD 1556 Submitted SF 1034	DD 1556
**	BUS 107 Fundamentals of E-Business	STRAYER UNIVERSITY	PLANNED	09/26/2005	12/18/2005	DD 1556 SF 1034	
	ECO 100 Principles of Economics	STRAYER UNIVERSITY	PLANNED	04/03/2006	06/19/2006	DD 1556 SF 1034	
	FIN 100 Principles of Finance	STRAYER UNIVERSITY	PLANNED	04/03/2006	06/19/2006	DD 1556 SF 1034	
	BUS 290 Business Ethics	STRAYER UNIVERSITY	PLANNED	09/26/2006	12/20/2006	DD 1556 SF 1034	
	LEG 100 Business Law I	STRAYER UNIVERSITY	PLANNED	09/27/2006	12/20/2006	DD 1556 SF 1034	
	MKT 100 Principles of Marketing	STRAYER UNIVERSITY	PLANNED	01/09/2007	03/27/2007	DD 1556 SF 1034	
	ECO 405 Economic Problems and Issues	STRAYER UNIVERSITY	PLANNED	01/09/2007	03/27/2007	DD 1556 SF 1034	
	MAT 300 Descriptive Statistics	STRAYER	PLANNED	04/04/2007	06/20/2007	DD 1556	

start | Index - Microsoft... | CAREER ACQUISITION... | Items to explain... | TEST DD1556 - M... | 9:39 AM Monday

AAPDS: Army Acq... | 1034 submission...

*As soon as we process your 1556 and upload it to the system, you'll receive an email and the 1556 will be available for you to retrieve from AAPDS.

*A new icon of 'DD 1556' will be displayed in 'Forms Completed column

*Click on DD 1556 and it will open your .pdf (next screen)

